



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 43 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Shipment Assistant, FSN – 7; FP- 7**
(Salary approx. Tk. 37,000 per month)
OR,

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level as below:**

Trainee Shipment Assistant, FSN – 6; FP- 8
(Salary approx. Tk. 32,000 per month)

OPENING DATE: **June 15, 2009**

CLOSING DATE: **June 28, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE
FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Shipment Assistant in the Customs and Shipping Unit, General Services Office.



BASIC FUNCTION: The incumbent is responsible for processing inbound and outbound air and surface shipments, including vehicles, customs documentation, vehicle registration, and related correspondence and record-keeping. S/He provides shipping and customs services in accordance with rules and regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Process inbound and outbound air and sea shipments. Prepare required permits, customs exemption certificates, diplomatic notes, telegrams, airway bills, bills of entry/exit required for customs exemption for import and export of air and surface shipments. Develop schedule for booking of shipments with shipping lines and air carriers. Maintain files on and tracking of shipments. Liaise with relevant host government authorities to resolve problems.

✚ Arrange import and export of US Government vehicles (USGV) and Privately-owned vehicles (POV). Coordinate customs clearance, purchase or sale, registration formalities, licensing and insurance coverage of USGV(s) and POV(s). Preparation and routing of documentation as may be required to comply with USG and individual agency regulations pertaining to USGV(s) and POV(s). Maintain computerized USGV/POV database. Assist US personnel with purchase and sale of POV'(s).

✚ Coordinate Unaccompanied Air Baggage (UAB)/Household Effect (HHE)/ Privately-owned vehicles (POV) delivery/unpacking and packing/pick-up performed by the packing/clearing contractor(s).

✚ Assist and advise U.S. personnel on particulars of host government laws and regulations, taxes and fees that may apply to import and export of surface and air shipments. Process claims for damage or loss associated with surface and air shipments.



QUALIFICATIONS REQUIRED:

- 1. Education:** A university degree in any discipline.
- 2. Language Proficiency:** Level III (Good working knowledge) spoken and written English and Bangla. English language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** Two years experience in the transportation or customs/shipping or related field within the Mission or a minimum two years experience in shipping or related field (e.g., commercial, export-import management etc.) with local government or private organization.



4. Knowledge: Thorough knowledge of Bangladesh customs regulations and procedures required to facilitate import/export and registration of official and privately-owned vehicles and import and export of official shipments of supplies, equipment, and household effects.

5. Skills and Abilities:

-  Ability to type 30 words per minute.
-  Ability to use MS Office.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at South barrier (near



the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad



and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: AGSO: FMO: MGT: